

## **SERVICE PROCUREMENT NOTICE**

Project Preparation Facilities and Technical Assistance for the Reinforcement of  
Administrative Capacity

**Location** – Republic of Serbia

07SER01/01/11

**1. Publication reference**

EuropeAid/126893/C/SER/YU

**2. Procedure**

Restricted

**3. Programme**

IPA 2007

**4. Financing**

2007 National IPA

**5. Contracting Authority**

European Community, represented by the European Commission Delegation to the Republic of Serbia on behalf of and for the account of the beneficiary country.

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## **CONTRACT SPECIFICATION**

**6. Nature of contract**

Fee-based

**7. Contract description**

The overall objective of the proposed IPA 2007 Project Preparation Facility and Technical Assistance is to contribute to developing Serbian capacities in the context of the EU pre-accession process, specifically in the preparation and delivery of effective programmes and projects in accordance with EC procedures for IPA Programming.

Besides drafting of the Strategic Coherence Framework required for IPA components III and IV, the Consultant will be required to facilitate and support the establishment of the relevant operational programmes in close consultation with beneficiaries, the Commission and the relevant stakeholders.

Furthermore, priority projects, both investment (works and supplies) and capacity building (services), in various sectors are to be developed to a stage at which they are ready to implement (feasibility studies, ToR, technical documentation, etc).

Finally, relevant mentoring and training related to programming of EC funds and project preparation are to be delivered.

**8. Number and titles of lots**

One lot

**9. Maximum budget**

EUR 6,000,000

**10. Scope for additional services**

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding, up to a maximum not exceeding the length and value of the initial contract. Any extension of the contract would be subject to satisfactory performance by the Contractor.

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## **CONDITIONS OF PARTICIPATION**

**11. Eligibility**

Participation is open to all legal persons which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see also item 30 below). The participation of natural persons is governed by the specific instruments applicable to the programme under which the contract is financed.

**12. Candidature**

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (ie, the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

**13. Number of applications**

No more than one application can be submitted by a natural or legal person whatever the form of

participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

**14. Shortlist alliances prohibited**

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

**15. Grounds for exclusion**

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions.

**16. Sub-contracting**

The maximum percentage of the contract value which may be sub-contracted is 15 per cent.

**Subcontractors are not to be mentioned in the application.**

**17. Number of candidates to be short-listed**

On the basis of the applications received, between 4-8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the Contracting Authority may invite the candidates who satisfy the criteria to submit a tender. The Invitation to Tender will be issued in electronic format only. Tenderers requiring hard copies will be requested to provide their courier account number or undertake to pay the courier by "Transport Collect".

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**PROVISIONAL TIMETABLE**

**18. Provisional date of invitation to tender**

September 2008

**19. Provisional commencement date of the contract**

December 2008

**20. Initial period of execution and possible extension of the contract**

24 months (with possible extension)

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**SELECTION AND AWARD CRITERIA**

## 21. Selection criteria

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

- 1) Economic and financial capacity of candidate (based on item 3 of the application form):
  - (a) The average annual turnover of the candidate must be at least 3 million Euro in each of the last two years (2006 and 2007);
- 2) Professional capacity of candidate (based on items 4 and 5 of the application form);
  - (a) At least 10 permanent staff employed by the candidates currently work in fields related to this contract, i.e. EU funds programming, project preparation and training.
- 3) Technical capacity of candidate (based on items 5 and 6 of the application form):
  - (a) the candidate has successfully led-managed (i.e. as a consortium leader or independently):
    - at least two international projects with a budget of at least 3 million Euro;
    - within the four years period prior to the closing date of submission of the application (2005, 2006, 2007 and 2008);
  - (b) the candidate (or a partner in a consortium) has successfully implemented:
    - at least two international reference projects in the required fields of expertise (described in Article 7);
    - with a budget of at least 2 million Euro (the candidate's proportion has to be equivalent to or more than 1,000,000 Euro for services in each project);
    - within the four years period prior to the closing date of submission of the application (2005, 2006, 2007 and 2008);

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Under the same conditions, a consortium of economic operators may rely on the capacities of members of the consortium or other entities. The written undertaking must be attached to the Application and must clearly bind sufficient resources of the entity/ies drawn upon at least for the maximum period of implementation of the contract. This entity or these entities must also be eligible in accordance with Section 11.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates will be re-examined to identify the eight best Applications for the tender procedure.

From the eligible projects from 3(a), the only factors which will be taken into consideration during

this re-examination will be: Highest number of internationally funded projects completed.

From the eligible projects from 3(b), the only factors which will be taken into consideration during this re-examination will be: Highest total numerical value of the proportion in all EU funded projects.

Note: (i) is applied first and then (ii) is applied in case where two or more candidates have the same number for (i).

## **22. Award criteria**

As specified in the tender dossier annexed to the letter of invitation to tender, which will be sent to short-listed candidates.

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## **APPLICATION**

### **23. Deadline for receipt of applications**

16:00 Central European Time on 01<sup>st</sup> September 2008.

Any application received after this deadline will not be considered.

### **24. Application format and details to be provided**

Applications must be submitted using the standard application form (available from the following Internet address: [http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm)), whose format and instructions must be strictly observed.

Any additional documentation (brochure, letter, etc) sent with an application will not be taken into consideration.

### **25. How applications may be submitted**

Applications must be submitted in English exclusively to the Contracting Authority EITHER by recorded delivery (official postal service) OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

#### **Delegation of the European Commission to the Republic of Serbia**

Ms Snjezana Djukic

[snjezana.djukic@ec.europa.eu](mailto:snjezana.djukic@ec.europa.eu)

Tel.: +381 11 3083 285

Fax: +381 11 3083 201

Finance and Contracts, 9th floor

GTC 19 Avenue Building

Vladimira Popovica 40  
11070 Belgrade  
Serbia

The Contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Applications submitted by any other means will not be considered.

**26. Alteration or withdrawal of applications**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of tenders. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Clause 25. The outer envelope (and the relevant inner envelope) must be marked 'Alteration' or 'Withdrawal' as appropriate.

**27. Operational language**

All written communications for this tender procedure and contract must be in English.

**28. Additional information**

Not applicable.

**29. Date of publication of contract forecast**

4 April 2008

**30. Legal basis**

Council Regulation (EC) No 1085/2006 of 17 July 2006